



Application for extended absence from school

If you wish to apply for your child to be absent from school, please complete this form and return it to school. If the request is for a family holiday, we kindly request that booking details are brought into school.

Unauthorised holidays, lasting 5 school days or more, will be referred to the Local Authority who will issue a penalty notice. Holidays will only be authorised in exceptional circumstances.

PARENTS SECTION

Child's Name _____ Class _____

Name of parent/carer _____

Relationship to child _____

Home address and postcode _____

Purpose of extended absence (e.g. family holiday) _____

First day off school _____ Date due to return to school _____

Length of absence (number of school days) _____

Parent/carer signature _____

SCHOOL SECTION

Child's attendance at date of request _____

Extended leave authorised? YES NO

Head teacher's signature _____

Date of meeting (if any) with parent/carer _____